



# GAP Schools Outreach Internship

**Role Title:** Schools Outreach Intern  
**Reporting To:** GAP Global Citizenship Programme Coordinator  
**Duration:** 3 months  
**Time Commitment:** 10-20 hours per week

## About the organisation

Global Action Plan Ireland is a solution-orientated national environmental organisation that offers practical and creative solutions that inspire people to act and to make lasting changes in their consumption habits.

Established in 1995, GAP Ireland developed from its beginnings as a local community initiative in Ballymun, Dublin, and grew into an organisation that works nationwide, supporting communities, schools and businesses with practical suggestions to introduce sustainable practices and lifestyle changes.

## About the Role

To increase the uptake of our workshops with schools, we are looking for an Outreach Intern to complement our team.

The Outreach Intern will assist the Global Action Plan staff team in our communication with schools in Ireland. The ideal candidate is energetic, hard-working, social media and web-savvy, and brimming with ideas about creative ways to engage audiences in our mission.

The successful intern will gain hands-on experience in many aspects of communications and stakeholder engagement, while also gaining a good understanding of the workings of an independent non-profit organisation.

## Duties and Responsibilities

- Contact schools in target areas to increase the sales of our workshops;
- Support education staff in the scheduling of schools' workshops
- Promote our workshops through marketing in appropriate channels
- Manage our contact database to reflect activities and priorities.

Please note the above duties are not exhaustive and a level of flexibility is required in this role.

## Essential skills and qualifications

- Ability to work independently in a motivated manner, with good organisational and time management skills.
- Good interpersonal and communication skills.
- Excellent verbal and written communication skills and excellent command of the English language.
- Excellent attention to detail.
- Experience and competency in the use of Microsoft Office (Excel, Word) and Google products (Drive, Docs, Meet).

**Desirable skills and qualifications**

- A background in digital marketing, communications, journalism or social media related fields is a distinct advantage.
- Knowledge of environmental issues.
- Interest in, and affinity for, the work of community and not-for-profit organisations.

**Benefits**

- Gain professional experience in a team setting.
- Opportunity to hone your skills in communications and marketing, in the context of a small but ambitious not-for-profit organisation with strong links to the wider sector in Ireland.
- Gain an understanding of the importance of behavioural change in climate action.

You will receive a full induction into the organisation and each specific department prior to undertaking any duties. As a member of our small staff team, your input will be valued and welcomed, and where possible we encourage you to make suggestions and provide feedback to staff. You will report to the GAP Global Citizenship Programme Coordinator, who will oversee your work and provide support and supervision during your placement.

**Terms and conditions**

- This is an unpaid internship position.
- Due to the current Covid-19 pandemic, the working arrangements for this internship are a hybrid, with a mix of working in our offices in Ballymun and working from home; the candidate will need to have their own access to a laptop and internet connection.
- This internship is for a minimum period of 8 weeks; the exact dates to be agreed with the candidate.
- 30 hours per week (to be agreed with the candidate).